

Document: Final Rule

Source: June 1, 2001, Indiana Register, Volume 24, Number 9

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TITLE 820 STATE BOARD OF COSMETOLOGY

EXAMINERS

LSA Document #00-257(F)

DIGEST

Amends 820 IAC 2-2-1 to change the reciprocity requirements for individuals who apply for a cosmetology, electrologist, or esthetician instructor license. Adds 820 IAC 2-2-1.1 to require individuals submitting examination application to include a photograph. Adds 820 IAC 2-2-1.2 to require applicants to bring photo identification to an examination and to produce the photo for inspection. Amends 820 IAC 2-2-3 to eliminate the age requirement for individuals submitting examination applications for manicurists and shampoo operators and to add an age requirement for individuals submitting examination applications. Amends 820 IAC 2-2-5 to clarify that an unsuccessful applicant may repeat the instructor written examination and to change the additional required instruction. Amends 820 IAC 2-2-6 to clarify that an unsuccessful applicant may repeat the cosmetology written examination and to eliminate the requirement that an applicant who fails the repeat instructor examination will not be allowed to repeat the examination. Amends 820 IAC 2-2-7 to clarify that an unsuccessful applicant may repeat the manicurist written examination and to change the additional required education to the fifth written examination and odd-numbered attempts. Amends 820 IAC 2-2-8 to clarify that an unsuccessful applicant may repeat the electrologist written examination and to change the additional required instruction to repeat the examination. Amends 820 IAC 2-2-9 to clarify that an unsuccessful applicant may repeat the shampoo operator written examination and to change the additional required instruction to repeat the examination. Amends 820 IAC 2-2-10 to clarify that an unsuccessful applicant may repeat the esthetician written examination, to change the additional required instruction to repeat the examination, and to change the additional education required to the fifth written examination and odd-numbered attempts. Amends 820 IAC 3-2-9 to change the sanitary and equipment requirements for esthetics students in cosmetology schools. Amends 820 IAC 3-2-19 to require 12 pairs of protective gloves on the premises. Amends 820 IAC 4-1-1 to change the courses cosmetology schools may offer and to change to whom cosmetology schools may offer courses. Amends 820 IAC 4-1-5 to eliminate the requirement to attend cosmetology school for no more than eight hours a day; to change the number of instruction hours permitted off the school premises; and to reduce the time students enrolled in cosmetology school have to complete the required education. Amends 820 IAC 4-1-11 to eliminate the requirement that education requirements have to be completed on the premises of an Indiana cosmetology school and to change the minimum number of education hours needed to graduate from cosmetology school. Amends 820 IAC 4-1-12 to change the completion of a student's application by cosmetology school and to eliminate the prohibition that a cosmetology or esthetics student is required to attend school after graduation. Amends 820 IAC 4-2-1 to change the number of square footage required for a cosmetology school. Amends 820 IAC 4-2-2 to change the cosmetology school requirements for classrooms; to require a cosmetology school to have a laboratory area; to require a cosmetology school to use a clock or computer to record the date or day and time a student attends school; and to require restrooms in cosmetology schools to be located within the 3,000 square foot area. Amends 820 IAC 4-2-3 to change the type of equipment cosmetology schools are required to have. Amends 820 IAC 4-3-1 to establish the licensure requirements for individuals teaching manicuring in cosmetology schools. Amends 820 IAC 4-4-4 to add specific curriculum requirements for cosmetology training. Amends 820 IAC 4-4-7.1 to remove one of the instruction requirements for estheticians curriculum. Amends 820 IAC 4-4-7.2 to change the required curriculum for instructor training. Amends 820 IAC 4-4-10 to change the type of practical experience required for students in cosmetology training. Amends 820 IAC 4-4-11 to remove the eyebrow and lash tinting practical experience and performance requirements and to increase the minimum number of practical experience and performance requirement for waxing. Amends 820 IAC 4-4-14 to add the practical experience and performance requirement for the electric file/drill for manicurists; to remove the practical experience and performance requirement for pedicures and nail techniques; to reduce the number of performances for salesmanship, and to change the practical experience title for salesmanship. Repeals 820 IAC 4-1-11.1 and 820 IAC 4-4-15. Effective 30 days after filing with the secretary of state.

820 IAC 2-2-1	820 IAC 4-1-11
820 IAC 2-2-1.1	820 IAC 4-1-11.1
820 IAC 2-2-1.2	820 IAC 4-1-12
820 IAC 2-2-3	820 IAC 4-2-1
820 IAC 2-2-5	820 IAC 4-2-2
820 IAC 2-2-6	820 IAC 4-2-3
820 IAC 2-2-7	820 IAC 4-3-1
820 IAC 2-2-8	820 IAC 4-4-4
820 IAC 2-2-9	820 IAC 4-4-7.1
820 IAC 2-2-10	820 IAC 4-4-7.2
820 IAC 3-2-9	820 IAC 4-4-10
820 IAC 3-2-19	820 IAC 4-4-11
820 IAC 4-1-1	820 IAC 4-4-14
820 IAC 4-1-5	820 IAC 4-4-15

SECTION 1. 820 IAC 2-2-1 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-1 Instructor, electrologist, or esthetician license; reciprocity applicants

Authority: IC 25-8-3-23

Affected: IC 25-8-4-2

Sec. 1. (a) An individual who applies for a cosmetologist, electrologist, or esthetician instructor license under IC 25-8-4-2 in addition to qualifying under those sections [*sic., that section*] must pass an examination on Indiana statutes and rules applicable to cosmetology, electrology, or esthetics, respectively, before being licensed.

(b) An individual who applies for an esthetician license under IC 25-8-4-2 in addition to qualifying under those sections must pass an examination on Indiana statutes and rules applicable to esthetics before being licensed.

(c) An individual who applies for an electrology license under IC 25-8-4-2 in addition to qualifying under those sections must pass an examination on Indiana statutes and rules applicable to electrology before being licensed.

(d) (b) The passing score for each of the examinations identified in subsections (a) through (c) shall be seventy-five percent (75%). (*State Board of Cosmetology Examiners; 820 IAC 2-2-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1487; filed May 4, 2001, 11:16 a.m.: 24 IR 2682*)

SECTION 2. 820 IAC 2-2-1.1 IS ADDED TO READ AS FOLLOWS:

820 IAC 2-2-1.1 Photograph with application

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 1.1. Individuals submitting an application for examination under IC 25-8 shall include a photograph of the applicant that is at least two (2) inches by three (3) inches with the application. (*State Board of Cosmetology Examiners; 820 IAC 2-2-1.1; filed May 4, 2001, 11:16 a.m.: 24 IR 2682*)

SECTION 3. 820 IAC 2-2-1.2 IS ADDED TO READ AS FOLLOWS:

820 IAC 2-2-1.2 Photo identification required

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 1.2. All applicants for examination are required to bring government issued photo identification to an examination and shall produce the photo identification for inspection upon request while at the examination site. (*State Board of Cosmetology Examiners; 820 IAC 2-2-1.2; filed May 4, 2001, 11:16 a.m.: 24 IR 2682*)

SECTION 4. 820 IAC 2-2-3 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-3 Age requirement; necessity of examination

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 3. (a) Individuals submitting an application for examination under ~~IC 25-8-9-3 and IC 25-8-12-5-4~~ **IC 25-8** shall be at least eighteen (18) years of age.

~~(b) Individuals submitting an application for examination under IC 25-8-11-4 and IC 25-8-12-3 shall be at least seventeen (17) years and six (6) months of age.~~

~~(c) (b)~~ All first attempt state board of cosmetology examiners examinations must be taken within one (1) year after graduation from an applicable course in a cosmetology school. Any repeat examination must be successfully completed within three (3) years after graduation from the same course.

~~(d) (c)~~ The state board of cosmetology examiners may waive the requirements in subsection ~~(c) (b)~~ if an applicant can show good cause. (*State Board of Cosmetology Examiners; 820 IAC 2-2-3; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; filed May 4, 2001, 11:16 a.m.: 24 IR 2682*)

SECTION 5. 820 IAC 2-2-5 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-5 Repeat examinations; cosmetologist

Authority: IC 25-8-3-23

Affected: IC 25-8-9-5

Sec. 5. (a) An applicant who does not receive a satisfactory grade on the applicant's second attempt on the cosmetology **written** examination as allowed by IC 25-8-9-5 shall only be allowed to take the **written** examination again upon submission of proof of completion of an additional one hundred (100) hours of instruction in the theory ~~and practice~~ of cosmetology as a student in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the third attempt ~~of the written~~ examination allowed by subsection (a) may take the **written** examination the fourth time.

(c) The requirements of subsection (a) concerning additional education apply for the fifth **written** examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-5; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2682*)

SECTION 6. 820 IAC 2-2-6 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-6 Repeat examinations; instructor

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 6. (a) An instructor applicant who fails the applicant's first attempt on the instructor **written** examination may repeat the examination.

(b) An applicant who does not receive a satisfactory grade on the repeat instructor **written** examination allowed by subsection (a) may attempt the **written** examination again upon submission of proof of completion of an additional one hundred fifty (150) hours of instructor training in an approved cosmetology school, within sixty (60) days of receipt of examination failure notice.

~~(c) An applicant who does not receive a satisfactory grade on the repeat instructor examination described in subsection (b) will not be allowed to repeat the examination.~~ (*State Board of Cosmetology Examiners; 820 IAC 2-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2683*)

SECTION 7. 820 IAC 2-2-7 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-7 Repeat examinations; manicurist

Authority: IC 25-8-3-23

Affected: IC 25-8-11-5

Sec. 7. (a) An applicant who does not receive a satisfactory grade on the second attempt on the manicurist **written** examination as allowed by IC 25-8-11-5 may take the **written** examination a third time.

(b) An applicant who does not receive a satisfactory grade on the third **written** examination attempt allowed by subsection (a) shall only be allowed to take the examination again upon the submission of proof of successful completion of an additional one hundred (100) hours of instruction in the theory **and practice** of manicuring as a student in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the ~~sixth~~ **fifth written** examination attempt and every ~~even-numbered~~ **odd-numbered** attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-7; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2415; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed May 4, 2001, 11:16 a.m.: 24 IR 2683*)

SECTION 8. 820 IAC 2-2-8 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-8 Repeat examinations; electrologist

Authority: IC 25-8-3-23

Affected: IC 25-8-10-2

Sec. 8. (a) An applicant who does not receive a satisfactory grade on the examination described in ~~IC 25-8-10-2(3)~~ **IC 25-8-10-3(3)** may take the **written** examination a second time.

(b) An applicant who does not receive a satisfactory grade on the second **written** examination attempt allowed by subsection (a) shall only be allowed to take the **written** examination again upon submission of proof of the successful completion of an additional one hundred (100) hours of instruction in the theory **and practice** of ~~an electrologist~~ **electrology** in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the fifth **written** examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-8; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed May 4, 2001, 11:16 a.m.: 24 IR 2683*)

SECTION 9. 820 IAC 2-2-9 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-9 Repeat examinations; shampoo operator

Authority: IC 25-8-3-23

Affected: IC 25-8-12-4

Sec. 9. (a) An applicant who does not receive a satisfactory grade on the shampoo operator **written** examination as allowed by IC 25-8-12-4 must successfully complete an additional one hundred (100) hours in the theory **and practice** of shampoo ~~operator~~ **operation** in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the third **written** examination attempt as allowed by subsection (a) may take the **written** examination a fourth time.

(c) The requirements of subsection (a) concerning additional education applies for the fifth **written** examination attempt and every odd-numbered year thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-9; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; filed May 4, 2001, 11:16 a.m.: 24 IR 2683*)

SECTION 10. 820 IAC 2-2-10 IS AMENDED TO READ AS FOLLOWS:

820 IAC 2-2-10 Repeat examinations; esthetician

Authority: IC 25-8-3-23

Affected: IC 25-8-12.5-5

Sec. 10. (a) An applicant who does not receive a satisfactory grade on the second attempt on the **written** examination as allowed by IC 25-8-12.5-5 may take the **written** examination a third time.

(b) An applicant who does not receive a satisfactory grade on the third **written** examination attempt allowed by subsection (a) shall be allowed to take the **written** examination again upon the submission of proof of successful completion of an additional one hundred (100) hours of instruction in the theory ~~and practice of an esthetician~~ **esthetics** as a student in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the ~~fourth~~ **fifth written** examination attempt and every ~~even-numbered~~ **odd-numbered** attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-10; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; filed May 4, 2001, 11:16 a.m.: 24 IR 2684*)

SECTION 11. 820 IAC 3-2-9 IS AMENDED TO READ AS FOLLOWS:

820 IAC 3-2-9 Esthetics; cleanliness

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) All instruments including forceps, comedone extractors, tweezers, brushes, and facial rollers used by an esthetician or esthetics student in a cosmetology school shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

- (1) Instruments shall be washed in a low residue detergent and rinsed prior to sterilization.
- (2) Instruments shall be cleaned by cold sterilization using an effective disinfectant, used according to manufacturer's instructions.
- (3) High frequency wands shall be cleaned using an effective disinfectant, used according to manufacturer's instructions.
- (4) Forceps, tweezers, and comedone extractors shall be sterilized using a steam autoclave or a dry heat sterilizer.
- (5) All instruments other than those instruments under subdivision (4) shall be sterilized by means of a disinfectant, a steam autoclave, or a dry heat sterilizer.
- (6) Sterilization shall be accomplished by placing instruments in one (1) or both of the following:
 - (A) A cold sterilizer using an effective disinfectant, according to manufacturer's instructions.
 - (B) A steam autoclave sterilizer in which the instruments are subjected to saturated steam of the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty degrees Fahrenheit (250° F).
 - (C) A dry heat sterilizer in which instruments are heated for two (2) hours at three hundred forty degrees Fahrenheit (340° F).

(c) An esthetician or ~~esthetics~~ **esthetics** student in a cosmetology school shall do the following:

- (1) Wash his or her hands in fresh water with germicidal soap (antimicrobial) immediately before serving each customer.
- (2) When extracting blackheads, milia, or comedones, wear ~~latex~~ **protective** gloves which must be disposed after use during the service of one (1) customer.

(d) The chair and table where a customer is receiving esthetician services shall have clean coverings.

(e) There shall be a secured draping between the esthetician or esthetics student in a cosmetology school and the customer during an esthetics session.

(f) All disposable items, including cotton swabs, tissues, tongue depressors, spatulas and cellulose sponges, plastic or saran wraps, and gauze used by an esthetician or esthetics student in a cosmetology school shall be disposed of after serving a customer.

(g) Spatulas shall be used by an esthetician or an esthetics student in a cosmetology school in dispensing all products.

(h) Lancets used by an esthetician or an esthetics student in a cosmetology school shall be disposed of in a lancet safety device (waste container) after serving a customer. (*State Board of Cosmetology Examiners; 820 IAC 3-2-9; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; filed May 4, 2001, 11:16 a.m.: 24 IR 2684*)

SECTION 12. 820 IAC 3-2-19 IS AMENDED TO READ AS FOLLOWS:

820 IAC 3-2-19 Protective gloves

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 19. There shall be at least twelve (12) pair of ~~latex~~ **protective** gloves on the premises. (*State Board of Cosmetology Examiners; 820 IAC 3-2-19; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684*)

SECTION 13. 820 IAC 4-1-1 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-1-1 Courses offered

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. ~~(a) Cosmetology schools must offer a course in cosmetology training for individuals attempting to obtain the education required by IC 25-8-9-2(3).~~

~~(b)~~ **(a)** Cosmetology schools may offer courses in one (1) or more of the following:

(1) Cosmetologist training for individuals attempting to obtain the education required by IC 25-8-9-3(3).

~~(1)~~ **(2)** Manicurist training for individuals attempting to obtain the education required by IC 25-8-11-4(3).

~~(2)~~ **(3)** Shampoo operator training for individuals attempting to obtain the education required by IC 25-8-12-3(3).

~~(3)~~ **(4)** Electrologist training for individuals attempting to obtain the education required by IC 25-8-10-3(2).

~~(4)~~ **(5)** Instructor training for individuals attempting to obtain the education required by IC 25-8-6-3(4).

~~(5)~~ **(6)** Esthetician training for individuals attempting to obtain the education required by IC 25-8-12.5-4(3).

~~(c)~~ **(b)** Cosmetology schools may enroll students for more than the number of hours required by IC 25-8 and this article.

~~(d)~~ **(c)** Cosmetology schools may offer courses in cosmetology to licensed cosmetologists licensees in order to provide advanced training. (*State Board of Cosmetology Examiners; 820 IAC 4-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684*)

SECTION 14. 820 IAC 4-1-5 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-1-5 Hours in session

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 5. ~~(a) Students in cosmetology schools must be enrolled for no fewer than twenty (20) hours and no more than forty-eight (48) hours a week.~~

~~(b) Students enrolled in cosmetology schools may be in attendance for no more than eight (8) hours a day.~~

~~(c)~~ **(b)** Students shall obtain all required hours on the premises of the cosmetology school; however, ~~sixteen (16)~~ **forty (40)** clock hours may be used for educational programs, seminars, workshops, or other industry-related activities located off the school premises under the direction of the cosmetology school.

~~(d)~~ **(c)** A complete record of hours of attendance for each student must be kept by time clock **or computer** and recorded in the school's records.

~~(e)~~ **(d)** Students enrolled in cosmetology schools **after June 30, 2001**, shall complete the required education within ~~five (5)~~ **three (3)** years from the date of enrollment.

(e) Notwithstanding subsection (d), if a student is enrolled in cosmetology school prior to July 1, 2001, the student shall complete the required education within five (5) years from the date of enrollment. (*State Board of Cosmetology Examiners; 820 IAC 4-1-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685*)

SECTION 15. 820 IAC 4-1-11 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-1-11 Graduation defined

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-9-3

Sec. 11. A student shall be deemed to have graduated from a cosmetology school (having completed the educational requirements established by IC 25-8-9-3(3)) when all of the following have occurred:

(1) When one (1) of the following education requirements have been completed: ~~on the premises of an Indiana licensed cosmetology school:~~

(A) **At least** the one thousand five hundred (1,500) hours as required by 820 IAC 4-4-4.

(B) **At least** the three hundred (300) hours as required by 820 IAC 4-4-5.

(C) **At least** the three hundred (300) hours as required by 820 IAC 4-4-6.

(D) **At least** the three hundred (300) hours as required by 820 IAC 4-4-7.

(E) **At least** the seven hundred (700) hours as required by 820 IAC 4-4-7.1.

(F) **At least** the one thousand (1,000) hours as required by 820 IAC 4-4-7.2.

(2) The student has passed all required examinations.

(3) All money owed by the student to the school has been paid.

(State Board of Cosmetology Examiners; 820 IAC 4-1-11; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685)

SECTION 16. 820 IAC 4-1-12 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-1-12 Completion of application by cosmetology school; cosmetology student required to attend cosmetology school after graduation prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 12. ~~(a)~~ A cosmetology school shall fill out its portion of its students' applications for a cosmetologist license ~~or for an esthetician license~~ no later than ten (10) days after the student graduates under section 11 of this rule. ~~or completes the education requirements under section 11.1 of this rule.~~

~~(b) A cosmetology school shall not require a cosmetology student or an esthetics student to continue to attend the school after the student's graduation under section 11 of this rule or completion of the education requirements under section 11.1 of this rule and before the student takes the board's examination for a cosmetologist license or an esthetician license. (State Board of Cosmetology Examiners; 820 IAC 4-1-12; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed May 4, 2001, 11:16 a.m.: 24 IR 2685)~~

SECTION 17. 820 IAC 4-2-1 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-2-1 Size and separation

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 1. (a) The only businesses permitted in a cosmetology school is the teaching of ~~the~~ cosmetology and barbering. Any other business operation must be separated by a solid wall from ceiling to floor, with no openings, and must be accessed only by a separate outside entrance.

(b) Cosmetology schools shall contain at least ~~two thousand five hundred (2,500)~~ **three thousand (3,000)** square feet.

(c) Subsection (b) shall not apply to any cosmetology school licensed before ~~April 1, 1990~~ **July 1, 2001**. However, cosmetology schools which were licensed before ~~April 1, 1990~~ **July 1, 2001**, and have less than ~~two thousand five hundred (2,500)~~ **three thousand (3,000)** square feet may not reduce their square footage. Cosmetology schools which were licensed before ~~April 1, 1990~~ **July 1, 2001**, and have more than ~~two thousand five hundred (2,500)~~ **three thousand (3,000)** square feet may not reduce their sizes to less than ~~two thousand five hundred (2,500)~~ **three thousand (3,000)** square feet. *(State Board of Cosmetology Examiners; 820*

IAC 4-2-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686)

SECTION 18. 820 IAC 4-2-2 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-2-2 Facilities

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Cosmetology schools shall have the following:

- (1) A student lounge.
- (2) A locker room for students with a locker for each student enrolled.
- (3) Separate rest rooms for men and women.
- (4) A waiting area with seating capacity for at least eight (8) individuals.
- (5) Cloak space for the general public to accommodate twenty (20) people. This space shall be in addition to that provided to students.
- (6) At least one (1) classroom with a seating capacity for not fewer than twenty (20) students.
- (7) Classrooms where recitation takes place shall have the following:
 - (A) A blackboard which is no smaller than thirty-six (36) inches by thirty-six (36) inches.
 - (B) Charts, large enough for the subject matter to be visible from all parts of the classroom, illustrating muscles, nerves, circulatory system, divisions of the skin, and divisions of the human body.
- (8) **A work area classroom** of sufficient size to accommodate worktables, and mannequins, and any other equipment required for the courses taught for at least twenty (20) students. This **work area classroom** must be separate from any other area or any other activities of the school that take place.
- (8) **A laboratory area of sufficient size to accommodate the equipment, in kind and number, specified for each cosmetology discipline taught. If the school also teaches barbering, the laboratory must be of sufficient size to also accommodate the equipment required by the laws regulating that profession.**
- (9) Ventilation to provide for proper heating and cooling and exhaust of fumes.
- (10) A sign visible at the main entrance of the school designating the name of the school and that the establishment is a cosmetology school licensed by the state board of cosmetology examiners under IC 25-8. If ~~the~~ a school also teaches barbering, it must comply with the sign requirements in 816 IAC 1-2-3.
- (11) A visible sign posted inside the school notifying customers of the school that cosmetology and, if applicable, barbering services are done by students.
- (12) A school seal designating the name of the school. If a person holds more than one (1) cosmetology school license, each cosmetology school shall be required to have a seal.
- (13) A time clock **or computer** which will accurately record the date or day and hours that each student spends in attendance at the school.
- (14) A visible sign posted at the entrance of the cosmetology school that indicates "no pets allowed".

(b) The student lounge and locker room required in subsection (a) may be separate or combined.

(c) The rest rooms required in subsection (a) shall be located within the ~~two thousand five hundred (2,500)~~ **three thousand (3,000)** square foot area required by section 1(b) of this rule. *(State Board of Cosmetology Examiners; 820 IAC 4-2-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686)*

SECTION 19. 820 IAC 4-2-3 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-2-3 Equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Cosmetology schools shall have the following equipment, which shall be maintained in good working condition:

- (1) At least one (1) fire-resistant and two (2) metal locked filing cabinets for records of enrolled students. If a school uses computerized records, it must maintain a backup for those records. The backup of the records must be removed from the school

or stored in a fire proof safe.

- (2) At least one (1) wet sterilizer for each dresserette or worktable in use.
- (3) At least one (1) electric dry sterilizer for each twenty (20) students present.
- (4) At least four (4) shampoo chairs and four (4) shampoo bowls with hot and cold running water.
- (5) At least two (2) reclining facial chairs, which are capable of supporting both the head and feet, to be placed in an enclosed or screened area and to be used for facials only.
- (6) At least one (1) facial supply cabinet containing astringents, lotions, creams, makeup, and other necessary supplies for facials.
- (7) At least fifteen (15) hair dryers of which at least ten (10) must be stationary hooded dryers.
- (8) At least twenty (20) work dresserettes with mirror.
- (9) Closed cabinets equipped for storing clean towels to be used on customers. Cabinets shall have storage space for ten (10) dozen towels for every twenty (20) students present in class.
- (10) At least one (1) covered soiled towel container per ten (10) students.
- (11) At least ten (10) disposal cans with covers, placed at convenient locations throughout the school.
- (12) Sanitary drinking water facilities.

(13) At least two (2) manicuring tables and at least two (2) stools.

(State Board of Cosmetology Examiners; 820 IAC 4-2-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1005; filed May 4, 2001, 11:16 a.m.: 24 IR 2687)

SECTION 20. 820 IAC 4-3-1 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-3-1 License

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. (a) All instructors in cosmetology schools must hold an instructor license issued by the board.

(b) In addition to complying with subsection (a), any individual teaching electrology in a cosmetology school must:

- (1) hold an electrologist license issued by the board; and
- (2) have practiced electrology in a cosmetology or electrology salon for at least one (1) year.

(c) In addition to complying with subsection (a), any individual teaching esthetics in a cosmetology school must:

- (1) hold an esthetician license issued by the board; and
- (2) have practiced esthetics in a cosmetology salon or an esthetician salon for at least one (1) year.

(d) Subsection (c)(2) shall not apply to individuals who teach esthetics in a cosmetology school before July 1, 1993.

(e) In addition to complying with subsection (a), any individual teaching manicuring in a cosmetology school must:

- (1) hold either a manicurist license or cosmetologist license issued by the board; and**
- (2) have practiced manicuring in a salon for at least one (1) year.**

~~(e)~~ **(f)** Notwithstanding subsections (a) through ~~(d)~~, **(e)**, instructor students may instruct other students provided a licensed instructor is present. *(State Board of Cosmetology Examiners; 820 IAC 4-3-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2687)*

SECTION 21. 820 IAC 4-4-4 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-4-4 Specific curriculum for cosmetologists

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. (a) The following are the requirements for cosmetologist training:

	Theory and Demonstration Practice	Actual Practice	Total Hours
<u>Subject</u>			

Hair cutting	100	150	250
Sanitation	40		40
Statute and rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	20	25
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow			
Upper lip			
Chin area			
Anatomy and physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp treatments	10	25	35
Facials and makeup	20	35	55
Hair coloring	40	60	100
Temporary			
Semipermanent			
Permanent			
Bleaching			
Frosting			
Permanent waving and chemical relaxing	70	300	370
Hair styling	70	210	280
Includes: wet and thermal sets , hair waving, hair pressing, hair braiding , and finger waves			
<u>Discretionary hours</u>	<u>215</u>		<u>215</u>
Totals	640	860	1,500

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 10 of this rule.

(c) All manicures, pedicures, facials, and scalp treatments must be done on live models. At least fifty percent (50%) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of two hundred (200) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed May 4, 2001, 11:16 a.m.: 24 IR 2687*)

SECTION 22. 820 IAC 4-4-7.1 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-4-7.1 Specific curriculum for estheticians

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 7.1. (a) An esthetician curriculum shall be a minimum course of seven hundred (700) hours of instruction in the theory and practice of esthetics consisting of the following:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and dermatology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			
(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology, sterilization, and sanitation	15	20	35
(1) Personal hygiene			
(2) Public health			
(3) Sanitation and sterilization			
(4) Methods and procedures			
Introduction to and operation of skin care machinery	20	70	90
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin diagnose			
(3) Patron appointments and consultation			
Skin care	35	120	155
(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Mask and packs			
(4) Massage and cleansing hands and feet (credit will not be allowed for manicures and pedicures)			
(5) Extraction technique			
Makeup	15	35	50
(1) Contouring			
(2) Application			

(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
Eyebrows and eyelashes	10	30	40
(1) Arching			
(2) Eyelash application			
(3) Lash and brow tinting			
Hair removal (superfluous hair)	10	30	40
Tweezing, waxing, and depilatories			
(1) Lip, chin, and face			
(2) Leg			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			
(3) Facial treatments			
(4) Makeup			
Professional and personality development	20		20
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Management	25		25
Salesmanship, marketing, and retailing	5	20	25
(1) Salon development			
(2) Insurance			
(3) Client records			
State statute and rules	10		10
<u>Discretionary hours</u>			45
Total	230	425	700

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 11 of this rule.

(c) All acne treatments, makeup applications, ~~eyelash and eyebrow tinting~~, and **all** waxing must be done on live models. At least fifty percent (50%) of other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of ninety (90) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-7.1; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2688*)

SECTION 23. 820 IAC 4-4-7.2 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-4-7.2 Specific 1,000 hour curriculum for instructor training

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 7.2. The following are the requirements for the one thousand (1,000) hour curriculum for ~~cosmetology~~ instructor training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
(1) Lesson planning			
(2) Teaching techniques			
(3) Teaching aids			
(4) Developing, administering, and grading examinations			
School administration	30	20	50
(1) Record keeping			
(2) Law and rules			
Teaching			
(1) Assisting in the clinic and theory classrooms		150	150
(2) Practice teaching in the clinic and theory classrooms		260	260
Totals	300	700	1,000

(State Board of Cosmetology Examiners; 820 IAC 4-4-7.2; filed Dec 3, 1991, 11:00 a.m.: 15 IR 578, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2689)

SECTION 24. 820 IAC 4-4-10 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-4-10 Student progress book for cosmetology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Students in cosmetologist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and ~~state board of cosmetology examiners~~ may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in the progress book are to be completed in accordance with 820 IAC 3. The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING IN
COSMETOLOGY



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____
Date Issued _____
Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in cosmetology training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a cosmetologist license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 4 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____
Address _____
City State Zip _____
Instructor's signature _____
Instructor's identifying initialing _____

Hair Styling (~~Wet Set~~ or Thermal Set) (400 performances)

- 1 2 3 4 5 6 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20 21 22 23 24 25 26
- 27 28 29 30 31 32 33 34 35 36 37 38 39
- 40 41 42 43 44 45 46 47 48 49 50 51 52
- 53 54 55 56 57 58 59 60 61 62 63 64 65
- 66 67 68 69 70 71 72 73 74 75 76 77 78

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100

Scalp Treatments (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Facial Treatments (45 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45

Makeup Application (15 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Hair Cuts (250 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100 10 10 10 104
1 2 3
10 10 10 10 10 11 11 11 113 11 11 11 117
5 6 7 8 9 0 1 2 4 5 6
11 11 12 12 12 12 12 12 126 12 12 12 130
8 9 0 1 2 3 4 5 7 8 9
13 13 13 13 13 13 13 13 139 14 14 14 143
1 2 3 4 5 6 7 8 0 1 2
14 14 14 14 14 14 15 15 152 15 15 15 156
4 5 6 7 8 9 0 1 3 4 5
15 15 15 16 16 16 16 16 164 16 16 16 168
7 8 9 0 1 2 3 3 5 6 7
16 17 17 17 17 17 17 17 177 17 17 18 181
9 0 1 2 3 4 5 6 8 9 0
18 18 18 18 18 18 18 18 190 19 19 19 194
2 3 4 5 6 7 8 9 1 2 3
19 19 19 19 19 20 20 20 203 20 20 20 207
5 6 7 8 9 0 1 2 4 5 6
20 20 21 21 21 21 21 21 216 21 21 21 220
8 9 0 1 2 3 4 5 7 8 9
22 22 22 22 22 22 22 22 229 23 23 23 233
1 2 3 4 5 6 7 8 0 1 2
23 23 23 23 23 23 24 24 242 24 24 24 246
4 5 6 7 8 9 0 1 3 4 5
24 24 24 25
7 8 9 0

Hair Coloring, Temporary (18 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18

Hair Coloring, Semipermanent (18 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18

Hair Coloring, Permanent Hair Coloring, Bleaching,
and Frosting (40 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40

Shampoo (120 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100 10 10 10 104
1 2 3
10 10 10 10 10 11 11 11 113 11 11 11 117
5 6 7 8 9 0 1 2 4 5 6
11 11 12
8 9 0

Manicures (27 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27

Pedicures (15 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Salesmanship (20 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20

Hair Removal (30 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.
Subscribed and sworn to me this _____ day of _____, 19_____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; filed May 4, 2001, 11:16 a.m.: 24 IR 2689)

SECTION 25. 820 IAC 4-4-11 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-4-11 Student progress books for esthetician
Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. (a) Students in esthetician training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING
IN
ESTHETICS



STATE OF INDIANA
BOARD OF
COSMETOLOGY EXAMINERS

Student's Name _____
Date Issued _____
Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in a cosmetology school for training as an esthetician shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an esthetician license.
- (2) The amount of performances or hours are equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on mannequin, patron, or student or number of hours may be determined by each school subject to the requirements of 820 IAC 4-4-6.1.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded thusly: one (1) project marked for one (1) project completed.
- (8) The progress book shall not be taken home by the student and shall remain in the school at all times.
- (9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____
Address _____
City State Zip _____
Instructor's signature _____
Instructor's identifying initials _____
Instructor's signature _____
Instructor's identifying initials _____

Instructor's signature _____

Instructor's identifying initials _____

Instructor's signature _____

Instructor's identifying initials _____

Skin Care Analysis/Consultations (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Facials:

Cleansing (100 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100
0

Massage (100 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 10
0

Facials (145 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 10 10 10 10 10
0 1 2 3 4
10 106 10 10 109 110 11 11 11 11 11 11 11
5 7 8 1 2 3 4 5 6 7
11 119 12 12 122 123 12 12 12 12 12 12 13
8 0 1 4 5 6 7 8 9 0
13 132 13 13 135 136 13 13 13 14 14 14 14
1 3 4 7 8 9 0 1 2 3
14 145
4

Acne Treatments (5)

1 2 3 4 5

Hand and Foot Treatments (25 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25

Makeup Application (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Eyelash Applications (15 performances)

Strip or Individual

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Eyebrow and Lash Tinting (15 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Waxing (95 (110 performances)

Lip

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30

Facial

1 2 3 4 5 6 7 8 9 10
Eyebrow
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30

Leg
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Sterilization and Sanitation (40 performances)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40

Salesmanship (50 performances)
(services or retail)
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

I, _____, do hereby certify and declare this official progress book required to be kept by state board of cosmetology examiners is correct and an accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.
Subscribed and sworn to me this _____ day of _____, 19_____.

Notary Public _____
My Commission Expires _____
County of Residence _____
(State Board of Cosmetology Examiners; 820 IAC 4-4-11; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1494; filed May 4, 2001, 11:16 a.m.: 24 IR 2691)

SECTION 26. 820 IAC 4-4-14 IS AMENDED TO READ AS FOLLOWS:

820 IAC 4-4-14 Student progress book for manicurists

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 14. (a) Students in manicurist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in the progress book are to be completed in accordance with 820 IAC 3.

(e) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING IN
MANICURING



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____
Date Issued _____
Date Completed _____

REQUIREMENTS FOR USE OF IN PROGRESS BOOK

- (1) All students enrolling in manicuring training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a manicurist license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit and given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on patron or student may be determined by each school subject to the requirements of section 6 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of the progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____
Address _____
City State Zip _____
Instructor's signature _____
Instructor's identifying initialing _____

Manicures (53 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53

Nail Techniques (15 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Nail Repair (5 performances)

(1 performance per patron)

1 2 3 4 5

Pedicures (25 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25

Salesmanship ~~40~~ (20 performances)

Manicures Services or Retail

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20

Pedicures

1 2 3 4 5 6 7 8 9 10

Nail Techniques

1 2 3 4 5 6 7 8 9 10

Electric File/Drill (20 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-14; filed Oct 27, 1993, 9:00 a.m.: 17 IR 398; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1500; filed May 4, 2001, 11:16 a.m.: 24 IR 2693)

SECTION 27. THE FOLLOWING ARE REPEALED: 820 IAC 4-1-11.1; 820 IAC 4-4-15.

LSA Document #00-257(F)

Notice of Intent Published: 24 IR 700

Proposed Rule Published: February 1, 2001; 24 IR 1393

Hearing Held: March 19, 2001

Approved by Attorney General: April 23, 2001

Approved by Governor: May 3, 2001

Filed with Secretary of State: May 4, 2001, 11:16 a.m.

Incorporated Documents Filed with Secretary of State: None